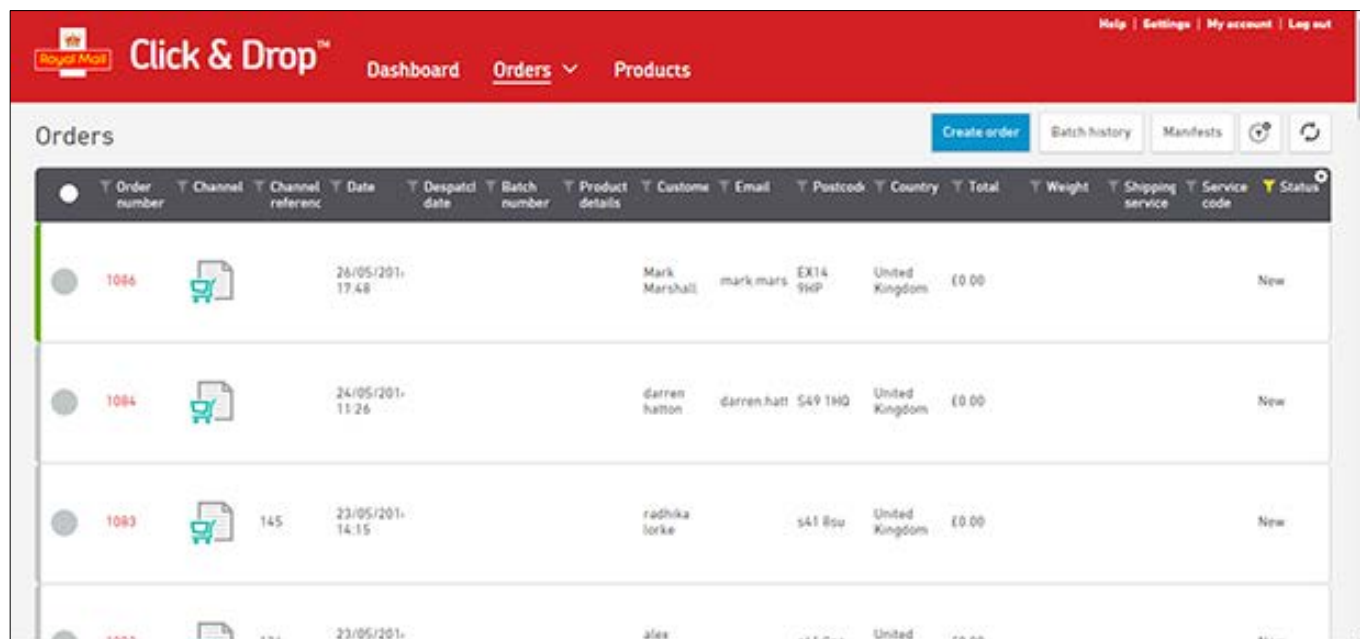




How to create a manual order
using a product you've created
in Click & Drop

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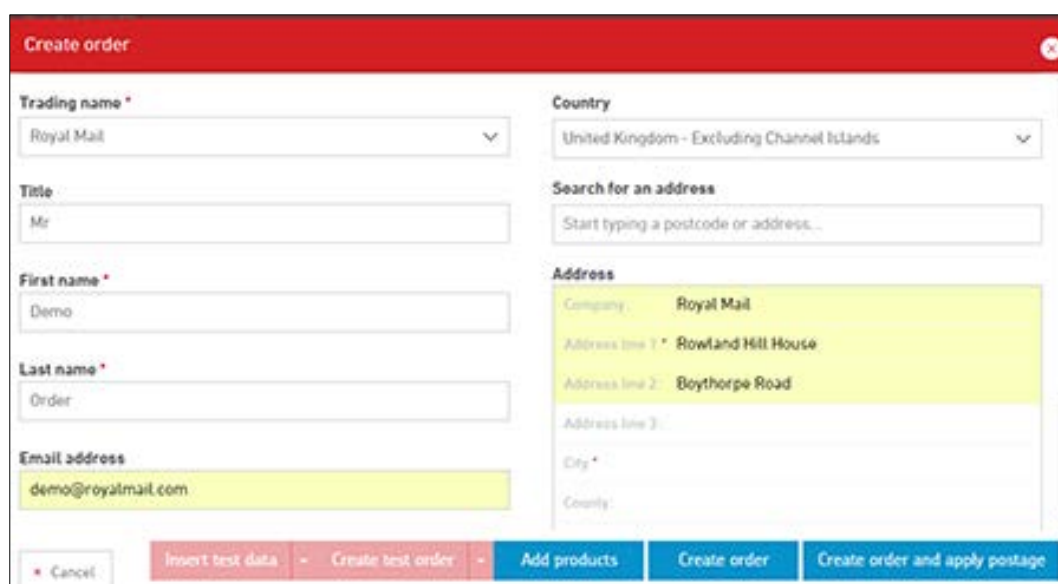
In Click & Drop, open up the 'Orders' section and click on 'Create order'.



The screenshot shows the 'Orders' section of the Click & Drop interface. At the top, there's a red header with the 'Click & Drop' logo and navigation links: 'Dashboard', 'Orders' (selected), and 'Products'. Below the header, there's a 'Create order' button and links for 'Batch history' and 'Manifests'. The main area displays a table of orders with the following columns: Order number, Channel, Channel reference, Date, Despatch date, Batch number, Product details, Customer, Email, Postcode, Country, Total, Weight, Shipping service, Service code, and Status. The table contains three visible rows of order data.

Order number	Channel	Channel reference	Date	Despatch date	Batch number	Product details	Customer	Email	Postcode	Country	Total	Weight	Shipping service	Service code	Status
1086			26/05/2017 17:48				Mark Marshall	mark.mars	EX14 9JP	United Kingdom	£0.00				New
1084			24/05/2017 11:26				darren hatton	darren.hatt	S49 1HQ	United Kingdom	£0.00				New
1083		145	23/05/2017 14:15				radhika lorke		S41 8su	United Kingdom	£0.00				New

Enter the address details of the order you have taken and scroll down the screen to enter the full details, then, click on 'Add products'.



The screenshot shows the 'Create order' form. It has a red header with the title 'Create order' and a close button. The form is divided into two main sections. The left section contains fields for 'Trading name' (set to 'Royal Mail'), 'Title' (set to 'Mr'), 'First name' (set to 'Demo'), 'Last name' (set to 'Order'), and 'Email address' (set to 'demo@royalmail.com'). The right section contains a 'Country' dropdown (set to 'United Kingdom - Excluding Channel Islands'), a 'Search for an address' field, and an 'Address' section with fields for 'Company' (set to 'Royal Mail'), 'Address line 1' (set to 'Rowland Hill House'), 'Address line 2' (set to 'Boythorpe Road'), 'Address line 3', 'City', and 'County'. At the bottom, there are several buttons: 'Cancel', 'Insert test data', 'Create test order', 'Add products', 'Create order', and 'Create order and apply postage'.

If you click on 'Create order' or 'Create order and apply postage' this will create an order without the product details being added.

In the 'Product name / SKU' field choose the item you are posting from a product you have previously created. In the 'Quantity' field enter the number of items you are despatching and click on 'Add'.

If you click on 'Create order' you can then add postage at a later time, if you click on 'Create order and apply postage', you can then enter the postage and generate the label.

Choose the appropriate Royal Mail Service; in this example Special Delivery Guaranteed by 9am (Service code SD4) has been selected. Confirm the item doesn't contain any prohibited items and click on 'Generate label'.

In this example the label template is the integrated pick and pack note and label.

